

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DATA ENTRY OPERATOR**

Jurisdictional Class: **Competitive; Non-Competitive, part-time**

Date Adopted: **3/84**

Date Revised:

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **7**

DISTINGUISHING FEATURES OF THE CLASS: This class involves responsibility to transcribe data from source documents either directly into a computer or to punch cards, magnetic tapes, or disc using alpha-numeric equipment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Following specific program instructions, scans source documents and transcribes selected data onto magnetic tapes, data cards, discs or directly into the computer using an alpha-numeric keyboard;

Compares transcribed data on visual screen to source documents and corrects any errors;

Prepares data recording machine by leading tape and by depressing specific keys and operating specific switches;

Visually compares data previously entered and printed on computer generated copy with source documents to identify and correct errors;

Locates source documents and makes necessary changes, additions and corrections;

Records requested information on an appropriate form or other document or relays data orally;

Notifies superior of machine malfunctions;

Performs limited clerical functions such as filing documents, maintaining production logs or other activities related to work flow;

May, on occasion, search and extract data from computerized records;

Periodically cleans and performs routine service to external working parts of data entry machine;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of operation of data entry machines; ability to operate alpha-numeric keyboard; ability to understand and carry out oral and written instructions; clerical aptitude; ability to concentrate on repetitive and detailed tasks.

MINIMUM QUALIFICATIONS:

Either:

- (A) High school graduate at time of appointment with background in data entry; **OR**
- (B) One (1) year clerical experience involving the operation of data entry machines and/or computer equipment; **OR**
- (C) Six (6) months experience with primary responsibility being the operation of data entry machines; **OR**
- (D) An equivalent combination of experience and training as defined by the limits of (A) through (C).

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.